

Aerospace Co. in Huntington Beach (AAE) Seeks Receptionist

Qualifications:

- **Must have knowledge of Excel and Word**
- **Must have previous office experience with good customer service skills**
- **Payroll knowledge a plus**
- **Bilingual a plus**

General Information:

- **Will work in the Administration Department**
- **\$10.00/hr.**

Contact:

- **Apply online at VOS: <http://vos.longbeach.gov>**

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org